



# Bar Hill Community Association (BHCA)

## NOTICE OF MEETING

Location: The Fox, Gladeside. CB23 8DY

Title: Monthly Trustee Meeting

<https://bit.ly/bhca-shared-calendar>

Time: Tuesday, 12th March 2024 at 7:30 pm



### AGENDA

#### Reference Documents

REF01 Minutes of the meeting held on 13th February 2024.pdf

REF02 Action List - Open Actions Report.pdf

REF03 Financial Update - February 2024.pdf

(4 is intentionally missing!)

REF05 Safeguarding Vulnerable Adults Policy (0.1 Draft).pdf

REF06 Safeguarding Children Policy & Procedure (2.2 Draft).pdf

REF07 Data Protection Policy (1.2 Draft).pdf

#### Information Only Items

IOI01 Memorial Garden Gift (Thank You).pdf

#### Open Forum

OF1	Chair welcomes residents in attendance and invites them to raise any issues, make suggestions, and question Trustees (through the Chair).  NOTE: This can include reading letters (emails, etc) to fulfill the same purpose for residents who are unable to attend in person.	(oral)
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#### Main Agenda Items

01	Apologies for absence – <b>Hilary Whipp</b> (HW, Treasurer).  Present <i>&lt;Name&gt; (&lt;Initials&gt; [, &lt;Position&gt;] [, &lt;Committee Chair's&gt;]:</i> BHCA Trustees: <b>Andy Pellew</b> (AP, Chair of Trustees, Phone Box Library), <b>Anthony Mitchell</b> (AM, Vice Chair), <b>Bunty Waters</b> (BW), <b>Jo Hall</b> (JH), <b>Kate Da Costa</b> (KDC, Fête & Festival), <b>Jenni Foster-Smith</b> (JFS, Secretary, Parks & Recreation)  Volunteers/Members/Local Residents: <b>Karen Hayden</b> (KH), <b>Richard Hayden</b> (RH), <b>Barry Dean</b> (BD)	(oral)
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02	Minutes of meeting on 13th February 2024	REF01
03	Review of Actions from Action Log. Significant outstanding actions; - A010 Barclays banking signature changes (AP) - A033 Clearing the old RA office (AP + ??) - A202 Policy documents into folder	REF02
04	Declarations of interests	(oral)
05	Announcements from the Chair	(oral)
06	Financial Update	REF03
07	Committee Updates: <b>Bar Hill News</b> (AP), <b>Christmas Event</b> (AM), <b>Europe Challenge</b> (AP), <b>Fête &amp; Festival</b> (KB), <b>Parks &amp; Recreation</b> (JFS), <b>Phone Box Library</b> (AP), <b>Wellbeing Walks</b> (AP).	(oral)
10	New Policy Review: Safeguarding Vulnerable Adults Policy (0.1 Draft)  This is a new policy for the Community Association.  PROPOSAL: We accept version 0.1 Draft as-is, promote it to version 1.0 and add it to the annual review cycle in February.	REF05
11	Scheduled Policy Review: Safeguarding Children Policy & Procedure (2.2 Draft)  This review is part of the annual review of policies schedule. Neither trustee responsible for safeguarding is still with the BHCA. Other changes include grammar and spelling fixes as well as the conversion from Microsoft Word into Google Documents.  PROPOSAL: We nominate a primary and secondary safeguarding officer from within Trustees and Volunteers. If not volunteers come forward the Chair and Vice-chair will assume these roles. PROPOSAL: We accept version 2.2 Draft as-is and promote it to version 3.0 Approved.	REF06
12	Scheduled Policy Review: Data Protection Policy (1.2 Draft)  This review is part of the annual review of policies schedule. The changes in this version are a number of grammatical and spelling corrections only.  PROPOSAL: We accept version 1.2 Draft as-is and promote it to version 2.0 Approved.	REF07
13	Scheduled Task: Check the expiry date of First Aid kits in the Parish Council Office and re-order if necessary.	(oral)

	PROPOSAL: A trustee volunteers to check and confirm the First Aid Kits are in-date and we add this to the annual review cycle in March.	
14	<p>DEFERRED FROM FEBRUARY MEETING:</p> <p>Request for donation: Lego Programming Equipment</p> <p>We have received a donation request from Barry Dean for the purchase of lego programming equipment. Each piece costs £430.</p> <p>PROPOSAL: We offer the services of the BHCA to allow Gift Aid to be claimed on donations (and potentially VAT to be recovered on costs of the items themselves) for this project.</p> <p>PROPOSAL: We offer a delayed donation. Trustees must understand that there is not sufficient funds for an immediate donation - we would need to fundraise to meet any donation.</p>	(oral)
97	Other business (including agenda items for future meetings) -	(oral)
98	Date of Next Meeting  PROPOSED Tuesday, <b>09th April 2024</b> @ 19:30 in The Fox	(oral)
99	Thanks & Close	(oral)

Dated: **12th March 2024**



Jenni Foster-Smith (Secretary)

Dated: **12th March 2024**



Andy Pellew (Chair)